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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

04 August 2015

**CUSTOMS MEMORANDUM ORDER**  
NO: 25-2015

**SUBJECT: SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)**

- 1.0 As part of the implementation of the Human Resource Information System (HRIS), all BOC officials and employees are required to submit their Updated Personal Data Sheet (PDS) to the Human Resource Management Division (HRMD) on or before August 25, 2015.
- 2.0 Employees who have submitted earlier but with incomplete documents are required to submit and complete their PDS, including its attachments, on the deadline set above.
- 3.0 Non-submission of the aforementioned within the prescribed date shall be ground for neglect of duty and insubordination.
- 4.0 For strict compliance.

*Handwritten signature of Alberto D. Lina*  
**ALBERTO D. LINA**  
Commissioner



04 AUG 2015